



Demonstration

- Processing an Employee's Increase of Post-Tax Optional Life Coverage Due to Salary Increase

Human Resources > Personnel
Management > Administration > HR Master
Data > Maintain (PA30)



AASIS Support Center, DiAnnette Scott
June '06

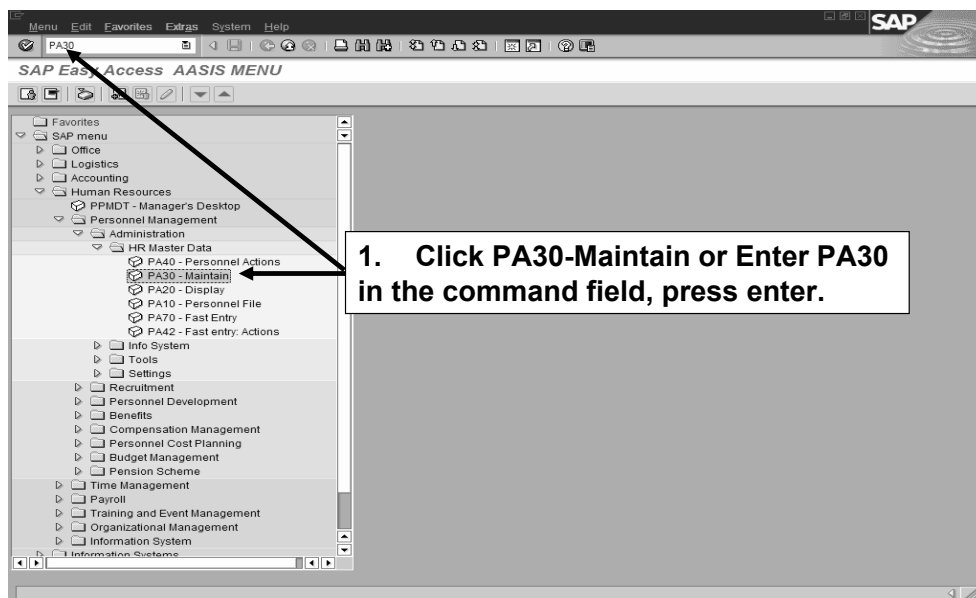
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This demonstration is used **ONLY** when the employee was already enrolled in the post-tax optional life plan, prior to 7/1/03.

IMPORTANT: If the additional coverage above \$40,000 pre-tax is not processed as post-tax, the employee will not receive credit for the additional amount.



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HR master data Edit Goto Extras Utilities Settings System Help **SAP**

Maintain HR Master Data

Personnel no. 52584

Name

EE group FA01 DFA

EE subgroup U0 Hourly Cost center 383201 Ctrl Adm 272 H...

Employment Issues Career Management **Benefits** Payroll Taxes

General Benefits Information
Family/Related Person
Adjustment Reasons
Health Plans
Insurance Plans
Savings Plans
Flexible Spending Accounts
Benefits Medical Information

Period
Period
Fr. To
☐ Today ☐ Curr.week
☐ A11 ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Current year

Infotype 0168 STy

3. Click overview.

2. Select the Insurance Plans or enter Infotype 0168 under the Benefits tab.



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Infotype Edit Goto Extras System Help **SAP**

List Insurance Plans

Personnel no. 52584 Name Harvey0... Status Active
Date Em... Personnel ar FA01 DFA
EE subgroup 00 History SSN 777-77-6769
Choose 01/01/1800 to 12/31/9999 STy.

Start date	End date	Type	Text	Plan	Text	Lo
02/01/2003	12/31/9999	BLIF	Basic Life	BE01	US Able (Basic EE Life ASE)	
02/01/2003	12/31/9999	OLIF	Optional Life	OE02	US Able-Opt EE Life ASE 1X/2X	
02/01/2003	12/31/9999	OLPT	Opt. Life Post	OE...	US Able Opt EE 1x/2x Post Tax	

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5. Click copy.

4. Click the line for plan -
US Able Opt EE Life 1x/2x Post Tax.



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SAP

Infotype Edit Goto Extras System Help

Copy Insurance Plans

Personnel no 52584 Name Harvey0... Status Active

EE group 1 Regular State Em... Personnel ar FAG...

EE subgroup 00 Hourly SSN 777...

From 02/01/2003 to 12/31/9999

Plan 0EP2 US Able Opt EE 1x/2x Post Tax

Plan data Administration **Insurance cov.** Costs Beneficiaries

General plan data

Benefit area	US	State of Arkansas-US
Plan type	BLIF	Basic Life
Benefit plan	BE01	US Able (Basic EE Life SE)
Insurance Option	BL01	

Additional fields

Original End Date

Note: The Plan is US Able Opt EE 1x/2x Post Tax.

6. Click on the Ins. cover. tab.

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Copy Insurance Plans

Personnel no 52584 Name
 EE group 1 Regular State Em... Personnel ar FA01 DFA
 EE subgroup U0 Hourly SSN 777-77-6769
 From 02/01/2003 to 12/31/9999

7. Enter the effective date*

Plan data Administration Ins. cover. Costs Beneficiaries

Annual base salary
 Benefit salary 23,764.00 USD Calculation date 07/30/2003
 Salary override USD

Insurance coverage
 Basic coverage amt 48,000.00 USD
 Additional units 0 X 0.00
 Insurance coverage 48,000.00 USD
 Alternate coverage 8,000.00 USD

8. Enter the amount of insurance which exceeds **\$40,000 in the Alternate Coverage field.

9. Click Save.

10. Click Back to go to the User Menu.

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Note: *The effective date will be the 1st day of the pay period that covers the effective date of coverage. Please refer to EBD's *Table of Important Dates for Health and Life Insurance*.

The 'Insurance coverage' field will reflect the increase in optional life coverage. Therefore, the agency should subtract \$40,000.00 from the amount in the 'Insurance coverage' field and enter the difference in the 'Alternate Coverage' field.

**For example, the employee's total amount of Optional Life coverage is \$48,000. Therefore, the amount that exceeds \$40,000 is \$8,000. The \$8,000 amount is entered in the Alternate Coverage field.